



Memorandum

14-010

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: January 22, 2014

SUBJECT: 2015 Texas WIC Dietetic Internship Application Process

The application period for the Texas WIC Dietetic Internship (DI) is now open. We are using the DI Centralized Application System (DICAS). All applications must be completed online by June 15, 2014. The application can be accessed at <https://portal.dicas.org> (e-mail DICASinfo@DICAS.org). The fee is \$40.

Please note that if you are going to apply for the 2015 Texas WIC DI class, you must log onto DICAS and **start your application prior to April 1, 2014**. You may work on your application until June 15, 2014, the day it is due, but you must open and begin the application prior to April 1, 2014.

DICAS requires a personal statement, online application, official transcripts, and three letters of recommendation. In addition, you are required to upload to DICAS a resume and a Texas WIC DI Supplement.

If you have questions about the DICAS application, please contact the DICAS help desk at **617-612-2855**. Be sure to tell the customer service representative that you are applying for the Texas WIC DI.

The DICAS application includes the following:

- Reference letters**

When completing the online application form, applicants must include the name and contact information (specifically an email address) for each reference. This will trigger an email message requesting the completion of a reference form. The form will be completed online by the person writing the reference letter (video for reference letter writers is available at <http://www.eatright.org/ACEND/content.aspx?id=186>).

2. Personal Statement

Include content about personal and professional goals, interests, experience, continuing education, strengths, weaknesses, reasons for pursuing the Texas WIC DI, and any other information helpful to the selection process.

3. Transcripts

Official transcripts from all colleges and universities attended must be sent to:

DICAS – Transcript Dept, P.O. Box 9118, Watertown, Ma 02472.

4. Verification Statement

Complete the requested information on the application and DICAS will email your Didactic Program in Dietetics (DPD) Program Director requesting your verification statement. Students currently enrolled in classes must submit a “Declaration of Intent” listing courses in-progress. Successful applicants must supply signed verification statements and final transcripts to the Texas WIC DI prior to the start of the internship.

5. Resume

A current summary of your academic, employment and professional activities must be submitted and should include your email address. Applicant must upload this to the DICAS application.

6. Texas WIC DI Supplement

You must email mary.vaneck@dshs.state.tx.us to request these forms. Applicants must upload them to the DICAS application.

Be sure to read the *2015 Texas WIC Dietetic Handbook for Prospective Interns and Texas WIC Questions and Answers*. That and other information may be found at:

<http://www.dshs.state.tx.us/wichd/interns/intern-FAQ.shtm>.

A helpful video about DICAS is available at:

<http://www.eatright.org/ACEND/content.aspx?id=186>

If you have questions or require additional information, please contact Mary Van Eck, Texas WIC DI Director, Nutrition Education/Clinic Services Unit, Nutrition Services Section, at (512) 413-7320 or mary.vaneck@dshs.state.tx.us.